



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 04-59

5 OCT 2004

**THRIFT SAVINGS PLAN (TSP) OPEN SEASON
15 OCTOBER – 31 DECEMBER 2004**

\$\$\$\$ LET IT FLOW \$\$\$\$

Expires 31 December 2004

1. Thrift Savings Plan (TSP) Open Season begins 15 October and ends 31 December 2004. During TSP Open Season, technicians covered by Federal Employees Retirement System (FERS) or Civil Service Retirement System (CSRS) may elect to (1) make contributions to the TSP, (2) change the amount they are contributing to the TSP, or (3) terminate their TSP contributions (without losing the right to resume contributions the next open season). TSP Open Season is a good time to review investment choices and rebalance your account to match your retirement savings goals. The enclosed Thrift Savings Plan Fact Sheet (TSP BAL 04-15) provides the latest 12-month rates of returns ending September 2004.
2. Technicians covered by **FERS** may elect to contribute **up to 15%** of their basic pay. Technicians covered by **CSRS** may elect to contribute **up to 10%** of their basic pay. The Internal Revenue Service (IRS) annual limit is \$14,000 for 2005. If you are age 50 or older, and you are contributing the maximum amount of regular TSP contributions for which you are eligible, you may also elect to make additional "catch-up" contributions up to \$3,000 for 2004 and \$4,000 for 2005.
3. **The enrollment period is 15 October – 31 December 2004.** The enrollment period is the time technicians may use to make decisions regarding their TSP elections, complete the TSP-1, Election Form (and/or TSP-C-1 if you elect to make additional "catch-up" contributions), and submit the form(s) to the Directorate of Human Resources, ATTN: Customer Services (Box 37), P.O. Box 269101, Sacramento, CA 95826-9101. Ask your Remote Designee for the TSP Election Form or download a copy from the Forms & Publications section of the TSP Web site, www.tsp.gov.
4. **The election period is 1 – 31 December 2004.** The election period is when the election forms will become effective based on date of receipt in the Directorate for Human Resources:

Received in HRO	Effective Date of Election
15 Oct – 11 Dec 04	12 Dec 04
12 Dec – 25 Dec 04	26 Dec 04
27 Dec – 31 Dec 04	09 Jan 05

5. Election forms will not be accepted after 31 December 2004. **Faxed copies of election forms will not be accepted at any time.** Election forms must be in the Directorate for Human Resources by close of business 31 December 2004. Please complete your election form in a timely manner to allow for mailing to the Directorate of Human Resources to meet the 31 December 2004 deadline. **Election forms received after 31 December 2004 will be returned without action.**

6. Technicians may choose among five investment funds:

- **Government Securities Investment Fund (G)** – invested in short-term, risk-free U.S. Treasury securities that are specially issued to the TSP.
- **Fixed Income Index Investment Fund (F)** – invested in a bond index fund that tracks the Lehman Brothers U.S. Aggregate (LBA) bond index.
- **Common Stock Index Investment Fund (C)** – invested in a stock index fund that tracks the Standard & Poor's (S&P) 500 stock index (which comprises large companies).
- **Small Capitalization Stock Index Investment Fund (S)** – invested in a stock index fund that tracks the Wilshire 4500 stock index (which comprises small and medium companies).
- **International Stock Index Investment Fund (I)** – invested in a stock index fund that tracks the Morgan Stanley Capital International EAFE (Europe, Australasia, Far East) stock index (which comprises stocks in 21 countries).

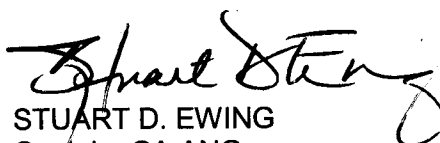
7. Technicians may select or change their investments at any time in the following ways:

- Contribution allocation – specifies the way in which all new money coming into your account (payroll contributions, loan payments, transfers and rollovers from other retirement plans) is invested in the funds. **It does not affect the investment of your current balance.**
- Interfund transfer – redistributes the money already in your account. **It does not affect the investment of future contributions.**

8. The TSP Web site, www.tsp.gov, and the ThriftLine (504-255-8777) are the most efficient ways to make your investment allocation. You will need your Social Security number and your TSP Personal Identification Number (PIN) to make your request. If you are a new participant, you will receive a PIN in the mail after your account is established.

9. If you have any questions, contact Ms. Sharon Costello, Human Resources Assistant, at CAGNET 63158, DSN 466-3158 or (916) 854-3158.

Encl


STUART D. EWING
Captain, CA ANG
Deputy, Human Resources Officer

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THRIFT SAVINGS PLAN FACT SHEET

G, F, C, S, and I Fund Monthly Returns

October 1, 2004

Months	G Fund*	F Fund*	C Fund*	S Fund**	I Fund**
1999 (Jan. - Dec.)	6.0%	(.8%)	21.0%	35.5%	26.7%
2000 (Jan. - Dec.)	6.4%	11.7%	(9.1%)	(15.8%)	(14.2%)
2001 (Jan. - Dec.)	5.4%	8.6%	(11.9%)	(9.0%)	(21.9%)
2002 (Jan. - Dec.)	5.0%	10.3%	(22.0%)	(18.1%)	(16.0%)
2003 (Jan. - Dec.)	4.1%	4.1%	28.5%	42.9%	37.9%
2003					
October	.3%	(1.0%)	5.7%	7.7%	6.1%
November	.3	.3	.9	3.5	2.2
December	.5	1.0	5.2	2.0	7.7
2004					
January	.3	.8	1.8	3.5	1.3
February	.4	1.1	1.3	1.8	2.2
March	.3	.7	(1.5)	.4	.6
April	.3	(2.5)	(1.5)	(3.9)	(2.3)
May	.4	(.5)	1.4	1.5	.3
June	.4	.6	1.9	2.7	2.9
July	.4	1.0	(3.2)	(5.5)	(3.8)
August	.4	1.9	.3	.0	1.0
September	.4	.3	1.1	3.9	2.1
Last 12 Months	4.3%	3.6%	13.9%	18.2%	21.6%

Percentages in () are negative.

*The G Fund (Government Securities Investment Fund) is invested in special issues of U.S. Treasury securities. The F Fund (Fixed Income Index Investment Fund) is invested in the Barclays U.S. Debt Index Fund, which tracks the Lehman Brothers U.S. Aggregate bond index. The C Fund (Common Stock Index Investment Fund) is invested in the Barclays Equity Index Fund, which tracks the S&P 500 stock index.

**The S Fund (Small Capitalization Stock Index Investment Fund) is invested in the Barclays Extended Market Index Fund, which tracks the Dow Jones Wilshire 4500 Completion stock index. The I Fund (International Stock Index Investment Fund) is invested in the Barclays EAFE Index Fund, which tracks the EAFE (Europe, Australasia, Far East) stock index. The S and I Funds were implemented in May 2001. The returns shown reflect the actual performance of the S and I Funds for May 2001 and subsequent months. For the period before May 2001, the S and I Fund returns reflect the performance of the Wilshire 4500 and EAFE indexes (without deduction of any administrative expenses, trading costs, or investment management fees), respectively.

The monthly returns represent net earnings for the month after deduction of accrued administrative expenses, and, in the cases of the F, C, S, and I Funds, after deduction of trading costs and accrued investment management fees.

Future performance of the funds will vary and may be significantly different from the returns shown above. See the *Summary of the Thrift Savings Plan for Federal Employees* for detailed information.

Federal Retirement Thrift Investment Board